

The American Library Association Annual Conference in DC was very informative and I appreciate the ability to go. I attended several author lectures, talked to several vendors, and participated in several sessions dealing with everything from embedded librarianship to empathy to digitization to censorship.

Briefly, one discussion about censorship that I found interesting was the different types, also known as the four Rs. When we think about censorship, we often go straight to number 4: removal; but, there are three other types before that:

1. Redaction—removing or obscuring passages. Think of government documents that you've seen that have entire passages blacked out.
2. Restriction—my high school librarian, Mrs. Daughtery, always kept the "Sports Illustrated" swimsuit edition behind the front desk. You had to know to ask for it.
3. Relocation—deciding that the intended audience may not be the appropriate audience and making shelving locations on that basis.
4. Removal—physically discarding resources from the collection.

In all four cases, information is kept from the public and that's problematic and difficult to defend.

Speaking of challenges, I shared via email the latest Request for a Reconsider of a Resource received last month. The book, *Miss Rita, Mystery Reader*, is a well-reviewed picture book. In my response, I shared those reviews and importance of maintaining and promoting a diverse book collection. I've not heard anything further from the patron, but will keep you posted.

Senator Sherrod Brown visited the Annex on Thursday, July 7. He was in Chillicothe for various meetings concerning the VA. Now that it's been decided that the facility is not closing, he's working with local groups to restore services that have been discontinued over the past few years. The senator specifically kept his visit low-profile so that he could have more open dialogue with invited guests. He appreciated the meeting rooms and admired our Book-A-Bike program.

We've received several promising resumes for the new Communications & Marketing Manager position. We will conduct interviews later this month with an anticipated start date in mid-August, after I return from vacation.

Finally, as a reminder, there is not a regular August board meeting. It often falls during the week of the county fair and traffic and business is typically pretty light. If a situation arises that requires action, we will schedule a special meeting. Our next anticipated meeting will be Wednesday, September 14.

NEW BUSINESS:

1. Fiscal Office **[ACTION]**

- a. Audit update and transfer to cover audit expense
- b. Transfer to Postage for increased Statewide Delivery costs
- c. \$6,000 be transferred to 1000-100-322-0000 (Postage) from 1000-930-930-0000 Contingencies
- d. Transfer to Legal Fees for Site Improvement legal counsel
- e. \$12,000 be transferred to 1000-100-390-0010 (Legal Services) from 1000-930-930-0000 Contingencies
- f. Approve \$10,000 additional legal expenses to Bricker for Site Improvement
- g. Ratify \$4,325.68 to Captain Steamer for Main, Annex, and Northside carpet and tile cleaning and approve \$2,753.00 for Bainbridge, Richmond Dale, Kingston, and Frankfort carpet and tile cleaning
- h. Approve Then and Now Purchase Order #297-2022 issued for \$7,300.00 for Audit Services to the Ohio Treasurer of State
- i. Approve Then and Now Purchase Order #328-2022 issued for \$3,733.60 for Digital Books (Hoopla Flex) to Midwest Tape Exchange
- j. Approve Then and Now Purchase Order #329-2022 issued for \$6,308.59 for Digital Books (Ohio Digital Library) to Overdrive Inc.
- k. Accept lowest bid for Annex landscaping project
- l. Ratify HVAC at Richmond Dale as an emergency

2. Staffing Updates **[ACTION]**

- a. Transfer Trey Hitchens from part-time Northside clerk to full-time Outreach clerk, effective July 11—As always, we hire from within when possible. Trey has been a part-time clerk at Northside since 2019. He's looking forward to taking a full-time position in the Outreach Department. We conducted interviews for his replacement Friday morning.
- b. Hire Northside part-time clerk—A decision is pending, but may be finalized by meeting time.
- c. Update Section 3.2 through 4.0 of the HR Policies—Following last month's approved changes to the pay bands and other discussions, Kelly Smith, the HR Manager, updated the relevant sections of the policies. Proposed changes are below:

3.1 TYPES OF POSITIONS AND WORK HOURS

The work week for all employees is Sunday through Saturday. A regular full-time position is one in which the employee's regularly worked hours are 40 hours per week. A regular part-time position is one in which the employee's regularly worked hours are at least 30 hours per week. Overtime is ordinarily not scheduled due to budgetary and staff limitations. In an emergency, overtime work may be scheduled or approved by the Executive Director.

FLSA Exempt Employees:

Some professional, administrative, and managerial positions are exempted from overtime provisions by the Fair Labor Standards Act. Exempted positions include: Executive Director, Human Resources Manager, Chief Fiscal Officer, Directors, and employees in Band C and above who manage two or more fulltime employees. Time worked over 40 hours in any one work week by persons in these positions may be compensated by straight time off (1:1) to

be taken during the following week. If compensating time needs to be carried longer than one week, permission must be granted by the Executive Director.

FLSA Non-exempt Employees:

Time worked over 40 hours in any one work week by non-exempt employees shall be compensated at a rate of time and a half off (1:1.5) to be scheduled during the following week. If compensating time needs to be carried longer than one week, permission must be granted by the Executive Director.

3.2 STUDENT INTERNSHIPS & PRACTICUMS

CRCPL periodically employs student interns for periods when they are not in school and students who are in need of formal practicums as part of their undergrad or graduate program. These paid opportunities will be approved and advertised in accordance with established hiring procedures.

3.3 JOB CLASSIFICATIONS AND DESCRIPTIONS

Positions in the library are classified. Positions that are generally equivalent in the following respects: kind, complexity, and difficulty of duties; responsibility involved; and qualifications required, including education, technical training and experience; are grouped in the same classification.

A job description is a written statement of the essential functions of the job. These descriptions also contain information regarding the skills and abilities required in order to perform the essential functions of a job as well as information concerning reporting relationships and working conditions.

Students working as a paid intern, as part of a practicum or temporary/seasonal worker will be paid the minimum hourly wage under the pay band which their duties will fall.

Current job descriptions, classifications and pay ranges are available from the administrative offices.

Band A	Page
Band B	Clerk & Custodian
Band C	Assistant & Coordinator
Band D	Library Manager
Band E	Administrative Manager
Band F	Director

The Board establishes compensation for the Executive Director and Chief Fiscal Officer.

3.4 PAYROLL

Each job classification corresponds to a range of pay. An employee's compensation will fall within the pay range where their position is classified. Compensation is reviewed annually by the Board. The current wage schedule is available from the administrative offices.

3.4.1 Timekeeping

It is the responsibility of each employee to keep an accurate time card. Each employee is expected to total the hours on the time card, sign it, and submit it to their supervisor. Time off work for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time), will be verified by the supervisor before they sign the time card. If employee submits an incorrect time card, corrections will be made in the following pay period.

Employees are not permitted to sign in or commence work before their scheduled starting time or to sign out or stop work after their scheduled quitting time without the prior approval of their supervisor.

3.4.2 Direct Deposit

For security, financial, and administrative reasons, employees are required to use direct deposit via electronic funds transfer (EFT). All EFT paystubs will be delivered via email to an address of the employee's choosing. All EFT paystub emails will be password protected for the employee's security.

4.0 BENEFITS

CRCPL offers a competitive benefit package to employees classified as Regular full-time and Regular part-time. We are also able to offer a select number of benefits to part-time employees scheduled to work less than 30 hours per week, as defined below. Student employees that are Temporary/Seasonal or employed as part of a Practicum/Internship are not benefit eligible.